DEPARTMENT OF EDUCATION OF PORTO RICO
Office of the Commissioner
San Juan

Circular Letter No. 102.
May 8th, 1916.

To Supervisor of Schools.

Ladies and Gentlemen:-

Following the usual custom of this Department, payrolls for the last month of school will be sent to the Auditor at the end of the second week. Absence reports therefore should be sent to this office as soon after May 19th as possible.

All salary checks will be sent you for distribution.

If you have other absences in the last two weeks, and you recommend "Yes", please do not make any deduction unless the teacher has been absent over fifteen days during the school year. Otherwise, deduct and remit to this office with your final absence report.

Yours very truly,

(Signed) P. G. Miller
Commissioner of Education.

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